



Re-Accredited 'B++' 2.86 CGPA by NAAC

**VEER NARMAD SOUTH GUJARAT UNIVERSITY**

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

**વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી**

યુનિવર્સિટી કેમ્પસ, ઉધના-મગદલ્લા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

Tel : +91 - 261 - 2227141 to 2227146, Toll Free : 1800 2333 011, Fax : +91 - 261 - 2227312

E-mail : info@vnsgu.ac.in, Website : www.vnsgu.ac.in

## MINUTES

Meeting of Internal Quality Assurance Cell (IQAC) was held on 05/12/2023 at 11:00 AM through offline mode at meeting room, administrative building, VNsgu, Surat. Following members were present in the meeting.

### **Sr. No. Name**

1.	Dr. Kishorsinh N. Chavda	Hon'ble VC	Present
2.	Dr. Apurva A. Desai	Director, IQAC	Present
3.	Dr. R. C. Gadhvi	Registrar	Present
4.	Dr. Manish Sidhpuria	Professor & Head	Present
5.	Dr. K. C. Poria	Professor & Head	Present
6.	Dr. Digvijay Tnhakore	Professor & Head	Present
7.	Dr. Manisha Panwala	Professor	Absent
8.	Dr. Jaydeep Chaudhari	Professor	Present
9.	Dr. Gaurang Rami	Professor & Head	Present
10.	Dr. Ravi Gulati	Professor	Absent
11.	Dr. Gaurav Shah	Asso. Prof. & Coordinator	Present
12.	Dr. Mahendrasinh D. Chauhan	Principal	Absent
13.	Dr. K. C. Desai	Member	Present
14.	Shri Mayurdhwajsinh Gohil	Assistant Professor	Absent
15.	Shri Bharatbhai Shah	Member	Absent
16.	Shri Anil Mattoo	Member	Absent
17.	Shri Ramesh Vaghasia	Member	Absent
18.	Dr. Arpit Dave	Member	Absent

The Director IQAC welcomed members of the IQAC and welcome two new members of IQAC Dr. Manish Sidhpuria and Mr. Ramesh Vaghasia and then the agenda was taken on discussion.

1. To approve the minutes of meeting of IQAC held on 17/04/2023.

**The IQAC committee unanimously approved the minutes of the meeting of IQAC held on 17/04/2023 and also decided to ask for progress report/ action taken report**

from the various sections and departments of the university regarding progress of the decision taken in the last meeting.

2. To discuss the plan for the next academic year.

The IQAC Director presented the following suggestions for the next academic year.

After detailed deliberations, IQAC decided

- To design a standard format for academic calendar and publish it in two languages - Gujarati and English.
- All the faculties are requested to prepare their syllabus in a standard syllabus format which contains PO, CO, and PSO. (Annexure -1- Syllabus Format)
- All the Departments will have to organize an orientation program for their first-year students. This program should cover information regarding university, introduction of department and staff, passing rules, Exam rules, form withdrawal rules, gender equity, SC/ST cell, research, placement talk, industry liasoning, Alumni session and visit to university facilities. A detailed report is required to be submitted to IQAC along with AQAR data.
- All the Department have to collect the student feedback and prepare an analysis report for the same. All the department must submit analytical report & ATR to the IQAC office.
- All the department have to organize seminar/workshop regarding skill development and entrepreneurship, employability etc. (report must be prepared at the end of the event)
- All the department are requested to organize at least 2 Soft skill related activities in a year.
- All the department are requested to organize at least 2 career counselling activities on the department and try to place as many as possible students through placement drive. Departments are also required to collect details of placements of their students who are placed by their own efforts.
- The General section is requested to collect PBAS and CR Report of the staff for the completed academic year.
- All the faculties of the department are requested to publish at least 1 Research paper every year and also try to get consultancy and/or project. All assistant professors should attend at least 1 conference in a year.

- To ask exam section to plan to declare results of all the exams as early as possible.
- All the department should organize professional development programs.
- All the department should collect data of students appearing for NET/SIET/CMAT/GSET/IELTS etc and other competitive examinations.
- All the department are informed to take proactive participation in the celebration of 60 years of establishment of the university. Under the celebration all the department must organize technical & other events.
- IQAC to organize at least one event on quality improvement

**IQAC decides to organize “Achievers Felicitation” program for teachers who have made contribution in research.**

**Further, IQAC decided to carry out AAA in the month of February 2024.**

3. To discuss NIRF Certificate and Chart of University.

**The members of IQAC discussed the result of NIRF of year 2023. They also observed that the university needs to improve research in innovation related activities. The IQAC suggest syndicate to approve policy to allow teaching assistance for participating in the teaching events for presenting their research. The guideline is prescribed there for the same.**

**To encourage the research activities on the campus IQAC decides to provide financial assistance along with duty leave (with salary) to the teaching assistants. IQAC also suggests the following guidelines for providing such assistance.**

- i. **The teachers need to apply in-advance to their respective head of the departments.**
- ii. **The head require to forward the application with availability of the funds to the registrar.**
- iii. **The financial assistance will be provided from the departments’ own fund (SFI of Higher Payment)**
- iv. **After getting approval from the university the faculty may be allowed to attend the event.**
- v. **The faculty who gets financial assistance, required to submit a detailed report to the department along with a statement of expenditure.**

- vi. The faculty also requires to present his/her talk presented in the research event before the students, research scholars and other faculty members of the department.
- vii. A teaching assistance may be allowed to attend maximum two events for which a maximum 12 days (six day per event) of on duty leave may be provided.
- viii. A teaching assistance may be given registration fees upto Rs. 2000/- and 2<sup>nd</sup> sleeper class (non-ac) train fair (to and from Surat) for attending the research event.
- ix. The teaching assistance shall be provided this assistance for attending events in India only.
- x. All the expenses will be done from the department's own funds.
- xi. The department has to allocate appropriate fund for the research activities including the fund for activities mentioned above.

4. To discuss the letter of Dr. Deepak Bhoje regarding his CAS application from Stage 3 to 4.

**IQAC decided to club the item with the item presented before the august house with the item presents with the permission of the chair (Item no.9)**

5. To discuss the report of committee for CAS of Dr. Mihir Mori.

**IQAC accepted the report of the committee and accepted to consider joining date for the promotion. The IQAC also requested the scrutiny committee to complete the formalities. The IQAC also requested hon. V. C. to take further actions on the report of the scrutiny committee with the date of promotion.**

6. To discuss the Scrutiny committee report for CAS of university teachers.

**IQAC discussed the scrutiny report for CAS of Dr. Madhu Thavani (Stage 2 to 3) and Dr. Amit Prajapati (Stage 4 to 5). After verifying the facts presented in the report the IQAC accepted the the CAS of the candidates from the following dates.**

- i. **Dr. Madhu Thavani (Stage 2 to 3) From dt. 12/07/2016.**
- ii. **Dr. Amit Prajapati (Stage 4 to 5) from dt. 31/12/2015.**

7. To discuss the format of application form for University teachers under AICTE Norms. IQAC accepted the report of the committee. Further, IQAC requests the same committee to prepare the modalities to calculate the points with the minimum requirements. The IQAC also suggested to add Dr. Jaydeep Chaudhari to join this Committee. Hon. V. C. is empowered to take further action on the report of the.

**With the permission of chair the office put following in the discussion**

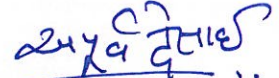
8. To To discuss the UGC public notice no. F.9-1/2020 (PS-Misc.) dated 03/02/2023, and clarification for CAS Promotions of university teachers for academic level 12 to 13A and 13A to 14.

**IQAC unanimously accepted UGC public notice no. F.9-1/2020 (PS –Misc.) dated 03/02/2023. Further, IQAC recommend syndicate for accepting the same.**

9. To discuss the Scrutiny committee report for CAS dated 01/12/2023.  
The IQAC discussed the report for the CAS of Dr. Anjali Soni (Stage 12 to 13-A) and Dr. Dipak Bhoje (level 13 A to 14). After verifying the facts presented in the report the IQAC accepted the the CAS of the candidates from the following dates.
- i. Dr. Anjali Soni (12 to 13-A) from dt. 07/05/2023.
  - ii. Dr. Dipak Bhoje (13-A to 14) from dt. 12/10/2023.

No. IQAC/29699/2023

Date:16/12/2023

  
Director, IQAC

